MCO 237

HOSPITAL EQUIPMENT NOTE

ACCOMMODATION FOR NURSING STAFF

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Accommodation for Nursing Staff

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I. Scope

This Equipment Note gives guidance on the equipment required for accommodation for nursing staff. It is intended to be read in conjunction with Hospital Building Note No. 7, and Hospital Building Bulletin No. 2, which relate to the design of living accommodation for nursing staff.

Due to the changing pattern in provision of residential accommodation, a revision of the Building Note is under consideration, following which a revision of the Equipment Note will be necessary. Meanwhile, however, the contents of this Equipment Note will be capable of application to most schemes whichever method of planning is adopted.

II. General Considerations on the Use of Equipment Notes

Equipment Note No. 1 (Equipping a hospital building) provides an introduction to the series of departmental Equipment Notes, advice on their application, and guidance on the task of preparing equipment schedules for individual building projects. This departmental Equipment Note is intended to be used within the general planning framework set out in Equipment Note No. 1 and in the manner described therein.

The following method of classifying equipment, which is explained in more detail in Hospital Equipment Note No. 1, is used throughout this Note:

The term " equipment " covers all items necessary for the functioning of the hospital and includes both non-technical (e.g. furniture) and technical equipment. Short-term consumable supplies such as fuel, stationery, food, drugs and dressings are not included.

Equipment is classified into three groups:

Group I: items usually supplied and fixed by the contractor for the works.

Group II: items having a permanent or semi-permanent location and having a significant effect on space and/or structural requirements:

(*a*) those supplied by the hospital authority and fixed by the contractor for the works;

(*b*) those supplied by the hospital authority and put in position by them or on their instructions outside the general construction contract.

Group III: smaller items, usually storage items, supplied and put in position by the hospital authority.

III. Special Considerations in Respect of this Note

The equipment detailed in this Note is regarded as suitable for the accommodation for nursing staff described in Hospital Building Note No. 7 and Hospital Building Bulletin No. 2 and has been listed in room (or space) sequence conforming to that Building Note. The lists are drawn up in such a way that they are applicable to departments of varying sizes within the context of the Building Note. The method of applying the lists will vary from room to room thus:

(*a*) in the case of utility rooms, box rooms, linen rooms, cleaners' rooms, and laundry reception rooms, where the requirements will vary with the size of home, a basic figure for up to 36 nurses has been shown;

(*b*) for recurring rooms, such as bedsitting rooms, toilets, cubicles and the like, the list shows the equipment for one room and will require to be multiplied by the number of such rooms included in the schedule of accommodation for a project.

Some fixed items of equipment (Group I) have already been mentioned (and costed) in the Building Note, but it has been thought useful to include them again in the Equipment Note which represents the results of a comprehensive review. Reference should, however, be made to the Building Note—Part V, Engineering Services—for further information on the mechanical services and electrical installations. Structural elements, floor covering, non-specialised heating and lighting fittings and similar items which are basic to any building are not included in the Equipment Note; neither are window blinds and window curtain tracks since the requirements may vary with local circumstances.

Throughout the schedule, for the sake of uniformity, towel dispensers are associated with disposal bins for paper towels. Suitable adjustments will need to be made where linen towels are to be used.

IV. Cost

Guidance on the cost of equipping accommodation for nursing staff to the standard shown in this schedule is given against the list of equipment for each room. Departmental cost summaries are shown in the appendix to the Note. In using these cost figures, the considerations referred to in Section IV of Equipment Note No. 1 should be borne in mind.

The cost figures in this schedule and in the appendix are related only to Group II and Group III equipment. As a matter of convenience, Group I items of a specialised nature are listed in the room schedules but these have already been taken into account in the cost allowance for construction (including engineering) in the appropriate cost note, in Appendix E to Hospital Building Note No. 2.

V. List of Rooms

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VI. Schedule of Equipment

A Basic Accommodation

(*a*) ENTRANCE HALL

The following should be sufficient for a home for 36 nurses. Larger homes will have correspondingly larger requirements. Depending on the planning of the building(s) it may be desirable for some of the items, particularly telephone booths and chairs, to be sited at convenient points throughout the building(s).

		Quantity	*Notes*
Basic List			
Group I:	Clock, electric	1	
	Board, notice	1	
	Booth, telephone	2	
Group IIb:	Table, hall	1	
	Chair	6	Or alternative seating.
	Carpet, hall	1	
	Doormat	1	
Group III:	Ashtray	3	
	Bin, waste paper	1	
	General decorative features	As required	E.g. plant trough, pictures, vases, etc.
	Stand, umbrella	1	If required.
	Window curtains	As required	
	Cost Guide (excluding Group I)	£65	

(*b*) BEDSITTING ROOMS

The following is required for each room. Some of the items may conveniently be combined in multiple units. Built-in fitments may be considered as alternatives to some Group IIb furniture.

		Quantity			*Notes*	
		Students	*Staff Nurses*	*Sisters*		
Basic List						
Group I:	Basin, lavatory	1	1	1	With adjacent shelf and mirror.	
	Fitment, drying	1	1	1	Over basin.	
	Rail, towel	1	1	1		
	Hook, picture	2	2	2	Or provision for a small pin-up board.	
	Bookshelf	1	1	1		
	Light, bedhead	1	1	1	Alternatively an additional socket outlet for a bedside lamp should be provided.	
	Socket outlet	1	1	1		
	Wardrobe	1	1	1	Incorporating a long mirror and space for a weekend case.	
	Fire, electric	1	1	1	B.S. 3456. Required where background heating only is provided.	
Group IIb:	Chest of drawers	1	1	1	With mirror.	
	Study worktop	1	1 or —	—		
	Chair, semi-easy	1	1 or 2	2		
	Chair, upright, small	1	1	1		
	Container, dirty linen	1	1	1		
	Divan	1	1	1		
	Mattress	1	1	1		
	Rug or carpet	1	1	1		
	Table, bedside	1	1	1		
	Table, occasional	—	— or 1	1		
Group III:	Ashtray	1	1	1		
	Bin, waste paper	1	1	1		
	Pillow	2	2	2	B.S. 1899.	
	Mug, tooth (optional)	1	1	1		
	Window curtains	As reqd.	As reqd.	As reqd.		
	Cost Guide (excluding Group I)	£65	£80	£95		
Additional List					**Cost Guide** (additional list)	
Group IIb:	Lamp, bedside	1	1	1	£2	Required if bedhead light is not provided.
	Mat, rubber	1	1	1	10s.	

(*c*) BATHS AND W.Cs
(i) *Bathrooms*

		Quantity	Notes
Basic List			
For each cubicle:			
Group I:	Bath or shower	1	
	Hook, clothes	1	
	Mirror	1	
	Rail, towel	1	
	Shelf	1	
	Rail, curtain	1	
	Rack, soap	1	
Group IIb:	Stool	1	
Group III:	Mat, bath	1	
	Curtain, shower	1	
	Brush, bath, and holder	1	
	Cost Guide (excluding Group I)	£3	+£3 10s. for each shower curtain.

(ii) *W.Cs*

		Quantity	Notes
For each W.C. cubicle:			
Group I:	W.C. suite	1	
	Fitting, toilet paper	1	
	Hook, clothes	1	
	Shelf, small	1	
Group III:	Brush, lavatory, and holder	1	
	Cost Guide (excluding Group I)	10s.	
If W.Cs are grouped together a lobby should be provided. For lobby leading to W.Cs.:			
Group I:	Basin, lavatory	1	For each group of W.Cs.
	Dispenser, soap	1	
	Mirror	1	
	Shelf	1	
	Incinerator	1	If required.
Group IIa:	Dispenser, towel	1	
Group IIb:	Bin, disposal, for paper towels	1	
	Cost Guide (excluding Group I)	£1	

(*d*) HAIR WASHING CUBICLES

These are required for female nurses. The following is required for each cubicle:

		Quantity	Notes
Basic List			
Group I:	Basin, lavatory	1	
	Spray, hand	1	
	Shelf	1	
	Mirror	1	
	Hook, clothes	2	
	Rail, towel	1	
Group IIb:	Dryer, hair	1	The connection of dryer to supply must be electrically safe.
	Chair	1	
	Stool	1	
Group III:	Bin, waste paper	1	
	Cost Guide (excluding Group I)	£10	

(*e*) UTILITY ROOM

The following should be sufficient for 36 nurses.

		Quantity	Notes
Basic List			
Group I:	Sink	2	
	Draining board	2	
	Rack, drying, with drip-tray	1	It may be desirable for this to be lockable.
	Cupboard, storage	1	
	Heating coil	1	
	Socket outlet, twin	1	
Group IIb:	Board, ironing	2	
	Table	1	
Group III:	Bin, waste paper	1	
	Iron, electric	2	B.S. 3456.
	Cost Guide (excluding Group I)	£15	
Additional List			
Group IIb:	Dryer, spin	1	
	Cost Guide (additional list)	£20	

(*f*) KITCHEN FOR SISTERS AND STAFF NURSES or TEA PANTRY FOR STUDENTS

(i) *Tea pantry*

This is required for student nurses and should be provided on the scale of one to every 18 nurses.

		Quantity	Notes
Basic List			
Group I:	Sink	1	
	Drainer	2	
	Storage, cupboard	1	
	Worktop	1	
	Grill/boiling plate or ring	1	
	Socket outlet	1	
Group IIa:	Dispenser, towel	1	
	Dispenser, paper tea towel	1	
Group IIb:	Bin, disposal, for paper towels	1	
	Bin, pedal or paper sack holder	1	
Group III:	Basin, sugar	6	
	Bin, bread	1	
	Board, bread	1	
	Box, cutlery	1	If not included in cupboard unit.
	Condiment set	3	
	Container, sugar	1	
	Container, tea	1	
	Cup	6	
	Cup, egg	6	
	Fork	6	
	Jug, milk, 4 oz.	6	
	Kettle, 2 pint	1	
	Knife	6	
	Knife, bread	1	
	Opener, tin, wall fixed	1	
	Plate, dinner	6	
	Plate, sweet	6	
	Plate, tea	6	
	Poacher, egg (two egg size)	1	
	Rack, toast, individual	6	
	Saucepan, milk, 1 pint	1	
	Saucepan, aluminium, 2 pint	1	
	Saucer	6	
	Saver, milk	1	
	Sink tidy	1	
	Slice, egg and/or fish	1	
	Spoon, dessert	6	
	Spoon, table	2	
	Spoon, tea	6	
	Teapot, ½ pint	3	
	Teapot, 1 pint	3	
	Tray	6	
	Tumbler	6	
	Cost Guide (excluding Group I)	£25	

(*f*) KITCHEN AND TEA PANTRY (continued)

(i) *Tea pantry* (continued)

	Quantity	Notes
Additional List		
Group IIb: Refrigerator, domestic	1	One per home.
Cost Guide (additional list)	£25	

(ii) *Kitchen*

This is required for sisters and staff nurses and should be provided on the scale of one to every 18 members of the staff.

	Quantity	Notes
Basic List		
Group I: Sink	1	
Drainer	2	
Storage, cupboard	1	
Worktop	1	
Cooker	1	
Group IIa: Dispenser, towel	1	
Dispenser, paper tea towel	1	
Group IIb: Bin, disposal, for paper towels	1	
Bin, pedal or paper sack holder	1	
Refrigerator, domestic	1	
Group III: Basin, sugar	6	
Bin, bread	1	
Board, bread	1	
Bowl, soup or cereal	6	
Box, cutlery	1	If not included in cupboard unit.
Condiment set	3	
Container, sugar	1	
Container, tea	1	
Cup	6	
Cup, egg	6	
Fork	6	
Jug, milk, 4 oz.	6	
Kettle, 2 pint	2	
Knife	6	
Knife, bread	1	
Opener, tin, wall fixed	1	
Plate, dinner	6	
Plate, sweet	6	
Plate, tea	6	
Poacher, egg (2 egg size)	1	
Rack, toast, individual	6	
Saucepan, milk, 1 pint	1	
Saucepan, aluminium, 1 pint	2	
Saucepan, aluminium, 2 pint	1	
Saucer	6	
Saver, milk	1	
Sink tidy	1	
Slice egg and/or fish	1	
Spoon, dessert	6	
Spoon, table	2	
Spoon, tea	6	
Tea pot, ½ pint	3	
Tea pot, 1 pint	3	
Tray	6	
Tumbler	6	
Cost Guide (excluding Group I)	£50	

(*g*) BOXROOM

The following should be sufficient for 36 nurses.

	Quantity	Notes
Basic List		
Group I: Shelving	60 ft.	In feet length of shelving 2 ft. deep.
Cost Guide (excluding Group I)	£—	

(*h*) CLEANER'S ROOM

The following basic requirements should be sufficient for up to 36 bedsitting rooms.

		Quantity	Notes
Basic List			
Group I:	Bucket sink	1	
	Drainer or worktop	1	At working height for washing of cloths, etc.
	Cupboard, storage	1	19 cu. ft. For day-to-day stock of cleaning materials.
	Racks, pegs or hooks for implements	As required	
Group IIb:	Locker, clothes	2	
	Trolley, domestic, small	2	
	Chair, upright, small	1	
	Bin, refuse	1	
Group III:	Cleaning utensils	As required	
	Cleaner, vacuum	1	B.S. 3028.
	Cost Guide (excluding Group I)	£100	
Additional List			
Group III:	Scrubber/polisher, electric	1	B.S. 3028.
	Cost Guide (additional list)	£60	

(*i*) COMMON ROOMS

These may be in the form of one large room or a number of smaller ones for each grade. The following should be sufficient for 36 of each grade.

		Students	Staff Nurses	Sisters	Notes
Basic List					
Group I:	Fire, electric	2	2	2	B.S. 3456.
	Storage, cupboard	As reqd.	As reqd.	As reqd.	
	Hook, picture	As reqd.	As reqd.	As reqd.	
	Socket outlet	3	3	3	
	Radio aerial outlet	1	1	1	
	TV aerial outlet	1	1	1	
Group IIb:	Carpet or rug	1	1	1	
	Chair, easy / Chair, semi-easy / Couch	24	24	24	Seating for 24 people.
	Rack, magazine	2	2	2	
	Table, occasional, low	6	6	6	
	Table, side, small	2	2	2	
Group III:	Ashtray	10	10	10	Including some pedestal type.
	Bin, waste paper	4	4	4	
	General decorative features	As reqd.	As reqd.	As reqd.	E.g. pictures, vases, etc.
	Window curtains	As reqd.	As reqd.	As reqd.	
	Cost Guide (excluding Group I)	£370	£380	£390	
Additional List					
Group IIb:	Trolley, tea	—	1	1	
	Cost Guide (additional list)	—	£7	£7	

(*ii*) VISITOR'S ROOM (student nurses only), where provided—see Building Note.

		Quantity	Notes
Basic List			
Group I:	Hook, picture	As required	
	Mirror	1	
	Fire, electric	1	B.S. 3456. Where background heating only is provided.
Group IIb:	Chair, easy / Chair, semi-easy	4	
	Rack, magazine	1	
	Rug	1	
	Table, occasional, low	1	
Group III:	Ashtray	2	
	Bin, waste paper	1	
	General decorative features	As required	E.g. pictures, vases, etc.
	Window curtains	As required	
	Cost Guide (excluding Group I)	£70	

(*j*) LINEN ROOM

The following should be sufficient for 36 nurses. High level shelving above the linen can be used for storing spare blankets.

		Quantity	Notes
Basic List			
Group I:	Shelving	54 ft.	In feet length of shelving 2 ft. deep.
	Worktop or flap	1	
Group IIb:	Trolley, clean linen	2	
	Cost Guide (excluding Group I)	£40	

(*k*) LAUNDRY RECEPTION ROOM (for dirty linen)

		Quantity	Notes
Basic List			
Group I:	Worktop	1	
Group IIb:	Trolley, soiled linen	3	
	Cost Guide (excluding Group I)	£20	

(*l*) CLOAKROOM

		Quantity	Notes
Basic List			
For W.C. cubicles:			
Group I:	W.C. suite	1	
	Fitting, toilet paper	1	
	Hook, clothes	1	
	Shelf	1	
Group III:	Brush, lavatory, and holder	1	
	Cost Guide (excluding Group I)	10s.	
For lobby leading to W.Cs.:			
Group I:	Basin, lavatory	1	
	Incinerator	1	If required.
	Mirror	1	For each basin.
	Shelf	1	For each basin.
	Dispenser, soap	1	For each basin.
	Hook, clothes	1	
Group IIa:	Dispenser, towel	1	
Group IIb:	Bin, disposal for paper towels	1	
	Cost Guide (excluding Group I)	£1	

(*m*) OFFICE FOR HOME SISTER/WARDEN

This office should be combined with reception arrangements.

	Quantity	Notes
Basic List		
Home sister or warden		Where a second office for a clerk is provided the items marked with an asterisk should be situated there as well as those shown below under Additional List.
Group I: Board, notice	2	
*Board, key	1	
Clock, electric	1	
Mirror	1	
*Rack, letter sorting and shelf	1	
Telephone	1	
Board, index	1	
Group IIa: Cabinet, first aid	1	
Group IIb: *Cabinet, filing	1	
Cupboard	1	
Chair, desk	1	
Desk	1	
Table, side, small	1	
Chair, upright, small	2	
Group III: Desk set	1	E.g. pen stand, blotting pad, correspondence trays, etc., according to individual requirements.
Bin, waste paper	1	
Cost Guide (excluding Group I)	£70	
Additional List		
Clerk (if required)		
Group I: Mirror	1	
Telephone	1	Plan 7.
Group IIb: Cupboard	1	
Chair, desk	1	
Desk	1	
Typewriter	1	
Group III: Desk set	1	
Bin, waste paper	1	
Cost Guide (additional list, excluding Group I)	£75	

DEPARTMENTAL ITEMS

	Quantity	Notes
Basic List		
For each nurse:		
Group III: Blanket	3	B.S. 1681.
Blanket, under	1	
Case, pillow	6	
Counterpane	1	
Cover, mattress	1	
Cover, pillow	3	
Eiderdown	1	Suitable for easy laundering, e.g. Scandinavian style with cotton cover, or terylene covered and filled type.
Sheet	4	
Towel, hand	3	
Towel, bath	3	
		Additionally, 25 per cent of all items should be provided as spares.
Cost Guide	£30	(per nurse)
General:		
Group IIa: First aid fire-fighting equipment (e.g. hose reels, extinguishers, buckets, etc.)	As required	See British Standards Codes of Practice and Ministry of Health Memorandum on Hospital Fire Precautions.
Group IIb: Ladder, step	1	
Cost Guide	£3	

B. Additional Accommodation

(*a*) DOCTOR'S CONSULTING ROOM

This is used as a consulting and treatment room. It should form part of the sick bay accommodation where this is provided.

		Quantity	*Notes*
Basic List			
Consulting area			
Group I:	Basin, lavatory	1	
	Dispenser, soap	1	
	Mirror	1	
	Telephone	1	
	Socket outlet, twin	1	
	Illuminator, X-ray film, 14 in. by 17 in.	1	
Group IIa:	Dispenser, towel	1	
	Height measure, wall mounted	1	
Group IIb:	Bin, disposal for paper towels	1	
	Chair, consultant's	1	
	Chair, upright, small	2	
	Desk, consultant's	1	
	Cabinet, filing, foolscap, 4-drawer	1	
	Machine, personal weighing	1	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, correspondence trays, etc., according to individual requirements.
	Gown, dressing	4	
Treatment area			
Group I:	Worktop, small	1	
	Lamp, adjustable	1	
	Storage, cupboard, lockable	As required	Appropriately divided for lotions, medicines, etc.
	Storage for C.S.S.D. packs	As required	I.e. shelves or parking space for trolleys.
	Clock, electric	1	With sweep second hand.
	Socket outlet, twin	1	For heating appliance if required.
Group IIb:	Rail, curtain	13 ft.	
	Bin, pedal operated	1	
	Chair, upright, small	1	
	Couch, examination	1	B.S. 2838.
	Steps, couch	1	
	Trolley, dressing	1	B.S. 3236. 18 in. × 18 in.
Group III:	Curtaining	12 yd.	
Waiting area			
Group IIb:	Chair	6	This may vary with local arrangements.
	Cost Guide (excluding Group I)	£165	

B. Additional Accommodation

(*b*) SICK BAY

This may be provided in larger homes. The following should be sufficient for 100 nurses.

(i) *Bed space*

		Single bedroom	*Group of 4 beds*	*Notes*
Basic List				
Group I:	Basin, lavatory	1	1	
	Dispenser, soap	1	1	
	Fitments, curtain screening	—	48 ft.	
	Bedhead light	1	4	Wall fixed or table type.
	Nurse call system	1	4	If required.
	Storage, cupboard	As reqd.	As reqd.	
	Socket outlet	1	4	
Group IIa:	Dispenser, towel	1	1	
	Wall fitting for thermometer	1	4	
Group IIb:	Bedstead	1	4	B.S. 1682.
	Chair, semi-easy, arm	1	2	
	Chair, upright, small	1	4	
	Locker, bedside	1	4	B.S. 1765.
	Mattress	1	4	B.S. 1818 or 1819 or 3093.
	Table, overbed	1	4	B.S. 2483.
	Table, side, small	—	1	This may need to be used for occasional meals.
	Trolley, dressing	—	1	B.S. 3236. 18 in. × 18 in.
	Bin, disposal, for paper towels ..	1	1	
Group III:	Ashtray	1	4	
	Bin, waste paper	1	2	
	Curtains, bed screening	—	37 yd.	
	Jug, water	1	4	
	Pillow	4	16	B.S. 1899. These quantities include spares.
	Thermometer, clinical, and holder ..	1	4	
	Tumbler	1	4	
	Cost Guide (excluding Group I)	£85	£370	

(*b*) SICK BAY (continued)

(ii) *Bathroom*

For each the following:

		Quantity	*Notes*
Basic List			
Group I:	Bath	1	
	Hook, clothes	1	
	Mirror	1	
	Rail, towel	1	
	Shelf	1	
Group IIb:	Stool	1	
Group III:	Rack, soap	1	
	Mat, bath	1	
	Brush, bath, and holder	1	
	Cost Guide (excluding Group I)	£5	

B. Additional Accommodation

(iii) *W.C.*

For each the following:

		Quantity	Notes
Basic List			
Group I:	W.C. suite	1	
	Fitting, toilet paper	1	
	Incinerator	1	If required.
	Basin, lavatory	1	
	Dispenser, soap	1	
	Mirror	1	
	Shelf	1	
Group IIa:	Dispenser, towel	1	
Group IIb:	Bin, disposal, for paper towels	1	
Group III:	Brush, lavatory, and holder	1	
	Cost Guide (excluding Group I)	£1 10s.	

(iv) *Sluice*

		Quantity	Notes
Basic List			
Group I:	Sink, flushing	1	
	Dispenser, soap	1	
	Sink and drainer	1	
	Storage	1	
	Worktop	1	
Group IIa:	Dispenser, towel	1	
Group IIb:	Bin, disposal, for paper towels	1	
	Bin, pedal operated	1	
	Trolley, soiled linen	1	
	Cabinet, urine test, complete	1	Lockable.
Group III:	Bedpan	1	
	Bucket	1	
	Mop	1	
	Brush, sink	1	
	Bowl, vomit	3	
	Cost Guide (excluding Group I)	£20	

(*b*) SICK BAY (continued)
(v) *Kitchenette*

		Quantity	Notes
Basic List			
Group I:	Worktop	1	
	Clock, electric	1	
	Storage, cupboard	1	
	Plate warmer	1	
	Two-sink unit and drainer, domestic size	1	
	Table cooker with boiling top	1	
	Socket outlet	2	
Group IIa:	Dispenser, towel	1	
	Dispenser, tea towel	1	
Group IIb:	Bin, disposal, for paper towels	1	
	Bin, pedal operated	1	Or paper sack and fitting.
	Trolley, service	1	
	Toaster, 2 slice	1	
	Refrigerator, domestic	1	
Group III:	Basin	2	
	Basin, sugar, individual	5	
	Beaker	5	
	Bin, bread	1	
	Board, bread	1	
	Bowl, fruit	5	For locker.
	Box, cutlery	1	If not included in cupboard unit.
	Brush, nail	1	
	Brush, sweeping, and dust pan	1	
	Condiment set	5	
	Corkscrew	1	
	Cover, plate aluminium	2	
	Cup	8	
	Cup, egg	5	
	Cup, feeding	1	
	Dish, butter, and lid	5	
	Dish, jam	5	
	Fork, dessert	5	
	Fork, dinner	5	
	Glass, 3 oz.	5	
	Jug, 2 pint	2	
	Jug, milk, 4 oz.	5	
	Kettle, electric, 2 pint	2	
	Knife, bread	1	
	Knife, dessert (general purpose)	5	
	Ladle, 2 oz.	1	
	Ladle, ⅓ pint	1	
	Mixer, hand, plunger type	1	
	Opener, bottle	1	
	Opener, tin, wall fixed	1	
	Pan, frying	1	
	Plate, cereal	5	
	Plate, dinner	5	
	Plate, sweet	5	
	Plate, tea	8	
	Poacher, egg (2 egg size)	1	
	Rack, toast, individual	5	
	Saucepan, aluminium, 1 pint	1	
	Saucepan, double, 2 pint	1	
	Saucer	8	
	Scoop, ice-cream, 20/24	1	
	Sink tidy	1	
	Slice, fish (11 in.–12 in.)	1	
	Spoon, dessert	10	
	Spoon, serving, 12 in.	2	
	Spoon, table	2	
	Spoon, tea	10	
	Squeezer, lemon	1	
	Strainer, coffee	1	
	Teapot, 2 pint	1	
	Teapot, individual, ½ pint	5	
	Timer, egg	1	
	Tin, biscuit	2	
	Tin, coffee	1	
	Tin, sugar	1	
	Tin, tea	1	
	Tongs, food	1	
	Tray	8	
	Tumbler	8	
	Vinegarette	1	
	Whisk, egg	1	
	Cost Guide (excluding Group I)	£100	

(*b*) SICK BAY (continued)

Departmental Items

		Quantity	Notes
Basic List			
Group III:	Bedspread	10	
	Blanket, cotton	20	
	Blanket, electric	2	B.S. 2612 and kite mark.
	Bottle, hot water	5	B.S. 1970.
	Bowl, wash	5	
	Case, pillow	45	
	Cover, hot water bottle	10	
	Cover, pillow, plastic	6	
	Diagnostic set	1	
	Dredger, powder	1	
	Glass, medicine	5	Or disposable type.
	Glass, minim	5	
	Glass, specimen	5	
	Inhaler	4	
	Ring, air, rubber	2	
	Sheet	30	
	Sphygmomanometer	1	
	Stethoscope	1	
	Towel, bath	20	
	Towel, hand	20	
	Tray	5	
	Bowls, lotion Cutting down set Forceps Funnels Gallipots Jugs Needles Receivers Scissors, surgical Syringes Towels, dressing		It is assumed that this type of item will be obtained from the Central Sterile Supply Department.
	Window curtains	As required	
	Cost Guide	£165	

(*c*) BICYCLE STORE

		Quantity	Notes
Basic List			
Group I:	Blocks or racks	As required	
	Cost Guide (excluding Group I)	£—	

(*d*) HOUSE OR FLAT FOR MATRON

(i) *Entrance Lobby*

		Quantity	Notes
Basic List			
Group I:	Hook, clothes	4	
	Telephone	1	With extension to bedroom; alternatively it could be sited in the living room.
	Socket outlet	1	
Group IIb:	Rug	1	
	Table, hall	1	
	Stand, umbrella	1	
	Doormat	1	
	Cost Guide (excluding Group I)	£10	

(*d*) HOUSE OR FLAT FOR MATRON (continued)

(ii) *Cloakroom*

		Quantity	Notes
Basic List			
Group I:	Basin, lavatory	1	
	Rail, towel	1	
	Mirror	1	
	Shelf	1	
	W.C. suite,	1	
	Fitting, toilet paper	1	
	Hook, clothes	2	
Group III:	Brush, lavatory, and holder	1	
	Cost Guide (excluding Group I)	10s.	

(iii) *Living room*

		Quantity	Notes
Basic List			
Group I:	Telephone	1	If not in entrance lobby; with extension to bedroom.
	Fire, electric	1	B.S. 3456. Required where background heating only is provided.
	Socket outlet	5	
	Radio aerial outlet	1	
	TV aerial outlet	1	
Group IIb:	Bookcase	1	
	Chair, easy, and/or couch	4	Seating for four people.
	Chair, upright	2	
	Lamp, standard	1	
	Table, occasional, low	1	
	Table, side, small	1	
	Bureau	1	
	Carpet	1	
Group III:	Bin, waste paper	1	
	Cost Guide (excluding Group I)	£125	

(iv) *Dining recess or dining room*

		Quantity	Notes
Basic List			
Group I:	Fire, electric	1	B.S. 3456. Required where background heating only is provided.
	Socket outlet	3	
Group IIb:	Chair, dining	6	
	Table, dining	1	
	Sideboard	1	
	Cost Guide (excluding Group I)	£75	

(*d*) HOUSE OR FLAT FOR MATRON (continued)

(v) *Bathroom*

		Quantity	*Notes*
Basic List			
Group I:	Basin, lavatory	1	
	Bath	1	
	Hook, clothes	1	
	Mirror	1	
	Rail, towel	1	
	Shelf	1	
	W.C. suite	1	
	Fitting, toilet paper	1	
Group IIa:	Cabinet, wall, small	1	For toilet requisites.
Group IIb:	Stool	1	
Group III:	Bin, waste paper	1	
	Rack, soap	1	
	Brush, lavatory, and holder	1	
	Mat, bath	1	
	Brush, bath, and holder	1	
	Cost Guide (excluding Group I)	£10	

(vi) *Bedrooms*

		Matron's room	*Guest room*	*Notes*
Basic List				
Group I:	Telephone	1	—	Extension.
	Socket outlet	2	2	
Group IIb:	Chest of drawers	1	1	
	Table, dressing	1	1	With mirror.
	Wardrobe, incorporating a long mirror	1	1	Or may alternatively be built-in.
	Container, dirty linen	1	—	
	Chair, semi-easy	1	1	
	Chair, upright, small	1	1	
	Divan	1	2	
	Mattress	1	2	
	Lamp, bedside	1	1	
	Rug	2	2	
	Carpet (alternative to rugs)	1	1	
	Stool, dressing	1	1	
	Table, bedside	1	1	
Group III:	Pillow	3	6	B.S. 1899.
	Bin, waste paper	1	1	
	Cost Guide (excluding Group I)	£100	£115	

(*d*) HOUSE OR FLAT FOR MATRON (continued)

(vii) *Kitchen*

		Quantity	Notes
Basic List			
Group I:	Sink and drainer	1	
	Cupboard unit with working top	1	
	Cooker	1	
	Socket outlet	2	
Group IIa:	Dispenser, towel	1	
Group IIb:	Bin, pedal	1	Or disposable sack and fitting.
	Chair, upright, or stool	2	
	Refrigerator, domestic	1	
	Trolley, tea	1	
Group III:	Basin	2	
	Basin, slop	1	
	Basin, sugar	1	
	Bin, bread	1	
	Board, bread	1	
	Boat, gravy	1	
	Bowl, fruit	1	
	Bowl, mixing	1	
	Bowl, washing	1	
	Corkscrew	1	
	Condiment set	1	
	Cover, plate	2	
	Cup, coffee	6	
	Cup, egg	4	
	Cup, tea	6	
	Dish, butter, and lid	1	
	Dish, jam, and lid	2	
	Dish, meat	2	
	Dish, oven	2	
	Dish, vegetable	2	With lid.
	Fork, dessert	6	
	Fork, carving	1	
	Fork, dinner	6	
	Fork, fish	6	
	Glass, grapefruit or sundae	6	
	Glass, sherry	12	
	Glass, wine	12	
	Jug, cream, 4 oz.	1	
	Jug, hot water	1	
	Jug, milk, 1 pint	2	
	Jug, water	1	
	Kettle, electric	1	
	Knife, bread	1	
	Knife, carving	1	
	Knife, dessert	6	
	Knife, dinner	6	
	Knife, fish	6	
	Knife, tea	6	
	Ladle, 2 oz.	1	
	Ladle, ⅓ pint	1	
	Opener, tin, wall fixed	1	
	Pan, frying	1	
	Plate, dessert	6	
	Plate, dinner	6	
	Plate, soup	6	
	Plate, tea	6	
	Poacher, egg, 2 egg size	1	
	Rack, toast	1	
	Pot, coffee	1	With percolator.
	Saucepan, milk, 1 pint	1	With lids.
	Saucepan, 2 pint	2	With lids.
	Saucer (tea or coffee)	12	
	Slice, fish	1	
	Sink tidy	1	
	Spoon, dessert	6	
	Spoon, jam	2	
	Spoon, soup	6	
	Spoon, table	6	
	Spoon, tea	6	
	Squeezer, lemon	1	
	Strainer, coffee	1	
	Strainer, tea	1	
	Teapot, ½ pint	1	
	Teapot, 1½ pint	1	
	Timer, egg	1	
	Tin, baking	Various	
	Tin, biscuit	1	
	Tin, cake	1	

(*d*) HOUSE OR FLAT FOR MATRON (continued)

(vii) *Kitchen* (*continued*)

		Quantity	Notes
Basic List			
Group III: (*contd.*)	Tin, coffee	1	
	Tin, sugar	1	
	Tin, tea	1	
	Tongs, sugar	1	
	Tray	3	
	Tumbler	6	
	Whisk, egg	1	
	Cost Guide (excluding Group I)	£80	

(viii) *Storage*

Storage, cupboards and/or shelves, will be required at suitable points to contain various items shown under the room or departmental lists.

Departmental Items (for flat)

		Quantity	Notes
Basic List			
Group IIb:	Board, ironing	1	
Group III:	Ashtray	As required	
	Blanket	12	
	Blanket, under	4	B.S. 1681.
	Brush, hand	1	
	Brush, scrubbing	1	
	Bucket	1	
	Case, pillow	12	
	Cleaner, vacuum	1	B.S. 3028.
	Cloth, table	3	
	Cloth, tray	6	
	Counterpane	4	
	Cover, mattress	4	
	Cover, pillow	8	
	Dustpan	1	
	Eiderdown	3	
	Iron, electric	1	B.S. 3456.
	Kneeler	1	
	Mop	1	
	Picture	As required	
	Polisher	1	
	Serviette	12	
	Sheet	18	
	Towel, hand	6	
	Towel, bath	6	
	Towel, tea	12	
	Towel, guest	6	
	Vase	As required	
	Window curtains	As required	
	Cost Guide	£140	

(*e*) FLATS FOR DEPUTY MATRON, ASSISTANT MATRON AND OTHER SENIOR STAFF

(i) *Bedroom and living room, or*
Bedsitting room

This can be either two separate rooms or a combined bedsitting room.

		Quantity	*Notes*
Basic List			
Bedroom			
Group I:	Socket outlet	2	
Group IIb:	Chest of drawers	1	
	Table, dressing	1	With mirror.
	Wardrobe, incorporating a long mirror ..	1	Or may alternatively be built-in.
	Container, dirty linen	1	
	Chair, upright, small	2	
	Divan	1	
	Mattress	1	
	Lamp, bedside	1	
	Rug or carpet	1	
	Stool, dressing	1	
	Table, bedside	1	
Group III:	Pillow	3	
	Bin, waste paper	1	
Living room			
Group I:	Fire, electric	1	B.S. 3456. Where background heating only is provided.
	Cupboard	1	
	Socket outlet	5	
Group IIb:	Bookcase/bureau	1	
	Chair, easy and/or couch	4	Seating for four people.
	Chair, upright, small	2	
	Table, small	1	
Group III:	Bin, waste paper	1	
	Cost Guide (excluding Group I)	£205	
Bedsitting room (*alternative to bedroom and living room*)			
Group I:	Fire, electric	1	B.S. 3456. Required where background heating only is provided.
	Socket outlet	2	
Group IIb:	Chest of drawers	1	
	Table, dressing	1	With mirror.
	Wardrobe, incorporating a long mirror ..	1	Or may alternatively be built-in.
	Bookcase/bureau	1	
	Container, dirty linen	1	
	Chair, semi-easy	2	
	Chair, upright, small	2	
	Divan	1	
	Mattress	1	
	Lamp, bedside	1	
	Rug or carpet	1	
	Table, bedside	1	
	Table, small	1	For occasional meals.
Group III:	Pillow	3	B.S. 1899.
	Bin, waste paper	1	
	Cost Guide (excluding Group I)	£135	

(*e*) FLATS FOR DEPUTY MATRON, ASSISTANT MATRON AND OTHER SENIOR STAFF (continued)

(ii) *Bathroom and W.C.*

		Quantity	*Notes*
Basic List			
Group I:	Basin, lavatory	1	
	Bath	1	
	Hook, clothes	1	
	Mirror	1	
	Rail, towel	1	
	Shelf	1	
	Fitting, toilet paper	1	
	W.C. suite	1	
Group IIa:	Cabinet, wall, small	1	For toilet requisites.
Group IIb:	Stool	1	
Group III:	Mat, bath	1	
	Rack, soap	1	
	Brush, lavatory, and holder	1	
	Brush, bath, and holder	1	
	Bin, waste paper	1	
	Cost Guide (excluding Group I)	£10	

(iii) *Kitchen*

		Quantity	*Notes*
Basic List			
Group I:	Sink and drainer	1	
	Cupboard unit, small, with working top	1	
	Cooker	1	
	Socket outlet	2	
Group IIa:	Dispenser, towel	1	
Group IIb:	Bin, pedal	1	Or disposable sack and fittings.
	Refrigerator, domestic	1	
	Stool	2	
	Trolley, tea	1	
Group III:	Basin	2	
	Basin, slop	1	
	Basin, sugar	1	
	Bin, bread	1	
	Board, bread	1	
	Boat, gravy	1	
	Bowl, fruit	1	
	Bowl, mixing	1	
	Bowl, washing	1	
	Corkscrew	1	
	Condiment set	1	
	Cup	6	
	Cup, egg	2	
	Dish, butter, and lid	1	
	Dish, jam, and lid	2	
	Dish, meat	2	
	Dish, oven	2	
	Dish, vegetable	2	With lid.
	Fork, dessert	4	
	Fork, carving	1	
	Fork, dinner	4	
	Fork, fish	4	
	Glass, grapefruit	4	
	Jug, cream, 4 oz.	1	
	Jug, hot water	1	
	Jug, milk, 1 pint	1	
	Jug, water	1	
	Kettle, electric	1	
	Knife, bread	1	
	Knife, carving	1	
	Knife, dessert	4	
	Knife, dinner	4	
	Knife, fish	4	
	Knife, tea	6	
	Opener, tin, wall fixed	1	
	Pan, frying	1	
	Plate, dessert	4	
	Plate, dinner	4	

(*e*) FLATS FOR DEPUTY MATRON, ASSISTANT MATRON AND OTHER SENIOR STAFF (continued)

(iii) *Kitchen* (*continued*)

		Quantity	*Notes*
Basic List			
Group III: (*contd.*)	Plate, soup	4	
	Plate, tea	6	
	Poacher, egg (2 egg size)	1	
	Pot, coffee	1	With percolator.
	Rack, toast	1	
	Saucepan, milk, 1 pint	1	
	Saucepan, 2 pint	2	With lid.
	Saucer	6	
	Sink tidy	1	
	Slice, fish	1	
	Spoon, dessert	4	
	Spoon, jam	2	
	Spoon, soup	4	
	Spoon, table	2	
	Spoon, tea	6	
	Squeezer, lemon	1	
	Strainer, coffee	1	
	Strainer, tea	1	
	Teapot, ½ pint	1	
	Teapot, 1½ pint	1	
	Timer, egg	1	
	Tin, baking	Various	
	Tin, biscuit	1	
	Tin, cake	1	
	Tin, coffee	1	
	Tin, sugar	1	
	Tin, tea	1	
	Tray	2	
	Tumbler	6	
	Whisk, egg	1	
	Cost Guide (excluding Group I)	£70	

(iv) *Storage*

Storage, cupboards and/or shelves, will be required at suitable points to contain various items shown under the room and departmental lists.

Departmental Items (*for flat*)

		Quantity	*Notes*
Basic List			
Group IIb:	Board, ironing	1	
Group III:	Ashtray	As required	
	Blanket	4	
	Blanket, under	2	
	Brush, hand	1	
	Brush, scrubbing	1	
	Bucket	1	
	Case, pillow	6	
	Cleaner, vacuum	1	B.S. 3028. This could be shared if convenient.
	Cloth, table	3	
	Cloth, tray	4	
	Counterpane	2	
	Cover, mattress	2	
	Cover, pillow	3	
	Dustpan	1	
	Eiderdown	1	
	Iron, electric	1	B.S. 3456.
	Kneeler	1	
	Mop	1	
	Picture	As required	
	Serviette	8	
	Sheet	6	
	Towel, hand	4	
	Towel, bath	3	
	Towel, tea	6	
	Vase	As required	
	Window curtains	As required	
	Cost Guide	£70	

DEPARTMENTAL COST SUMMARY

(To be read in conjunction with the explanatory notes in Section IV of this Equipment Note and Section IV of Hospital Equipment Note No. 1)

Basic Accommodation

The room cost guide figures for basic equipment (Groups II and III) applied to standard schedules of basic accommodation, suggest unit equipment cost totals of the following order. For the purpose of this Note:

—a unit is regarded as the equipment related to a student nurse;

—equipment for a staff nurse should be assessed as $1\frac{1}{8}$ units;

—equipment for a sister should be assessed as $1\frac{1}{4}$ units.

Cost per unit, £120.

Additional Accommodation

Sick bay total cost—£750.

Flat for Matron, total cost—£655.

Flat for Deputy Matron, Assistant Matron and other senior staff:

Lower end of the scale—£285;

Higher end of the scale—£355.

In these totals no account is taken of the following:

(*a*) Items supplied from the Central Sterile Supply Department;

(*b*) Equipment required for basic accommodation, additional to the basic list, some guidance on which is given under the appropriate rooms.

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